

CHAPTER 3

PROCEDURES FOR PROGRAM ADMINISTRATION

A. INTRODUCTION

Program Administration refers to the oversight and management process necessary to manage data administration across the Department. The products of this main activity are data administration policy, plans, and requirements.

B. PROVIDE POLICY

1. Establish Data Administration Policy

a. Description: This activity establishes a common set of rules and guidelines, which provide specific instructions by which the DoD Data Administration Program will be implemented and operated throughout the Department of Defense.

b. Purpose: To ensure a common understanding of how the DoD Data Administration Program will operate and to provide a framework within which data administration decisions can be made.

c. Inputs:

(1) DoD Directive 8000.1 (reference (g))

(2) DoD Directive 8320.1 (reference (c))

(3) DoD Directive 8120.1 (reference (b))

(4) DoD Directive 3405.1 (reference (m))

(5) DoD information requirements

d. Output: An established set of rules and guidelines that provide for specific instructions by which DoD data administration will be implemented and maintained.

e. Activities: Create the set of rules by which the DoD Data Administration Program shall operate.

2. ASD(C3I) establishes and provides overall direction and guidance for the DoD Data Administration Program. The ASD(C3I) also shall provide procedures for

implementing and maintaining the DoD data administration infrastructure. Component Heads and OSD PSAS shall provide more specific guidance to organizations under their control, consistent with the direction provided by the ASD(C3I). The reasons for having more generalized direction at the highest level is that no Department-wide procedures can possibly acknowledge all the different circumstances that may exist across a department as large and complex as the Department of Defense. The procedures developed at the highest level establish a framework within which the individual Component Heads and OSD PSAS may customize direction for implementation to fit their individual circumstances, as long as it is consistent with the higher-level policy. (See Figure 3-1, below.) The Components should establish subordinate functional data administrators to ensure functional coordination within the Component and to lend subject matter expertise to the FDAdS.

C. DETERMINE REQUIREMENTS

1. Establish, Approve, Implement, and Maintain Requirements for Models, Tools, Methods, Data, and Information Technology Function

- a. **Description:** This activity develops and promotes DoD requirements for models, tools, methods, data, and information technology including data configurations, data quality, and data security. This includes data collection, storage, synchronization, and distribution requirements.
- b. **Purpose:** To directly facilitate integrated operations and data sharing by identifying DoD-wide standards and practices.
- c. **Inputs:**
 - (1) Existing internal and external requirements.
 - (2) Existing internal and external procedures.
 - (3) DoD Directives and Instructions.
- d. **Outputs:** Requirements for models, tools, methods, data, and information technology.
- e. **Activities:**
 - (1) Establish requirements for models, methods, tools, data, and information technology.
 - (2) Approve and implement requirements.
 - (3) Maintain requirements.

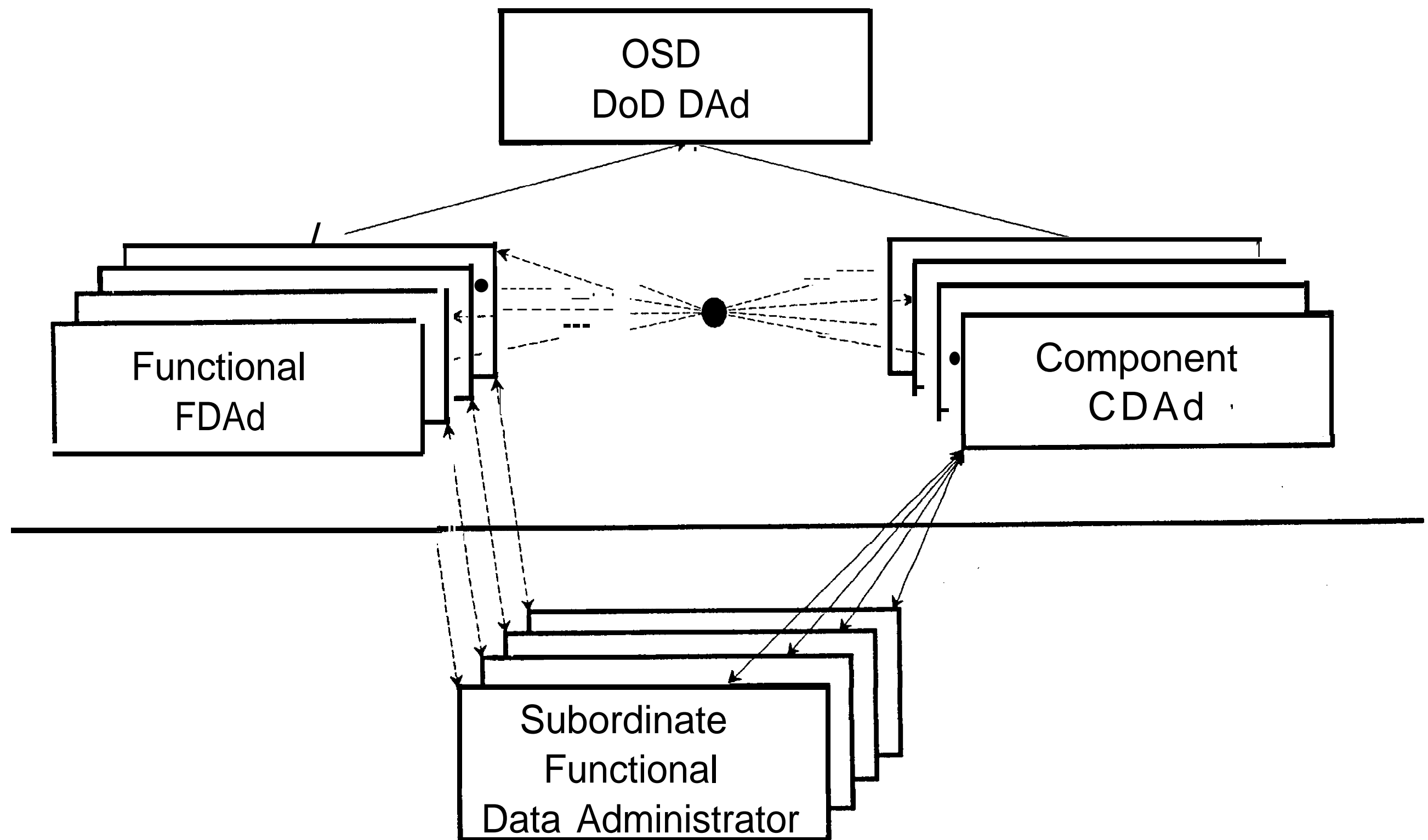


Figure 3-1: DoD Data Administration Framework

2. Establish Requirements

a. The DoD DAd establishes requirements for models, methods, tools, data, and information technology. This process involves developing, approving, installing, supporting, maintaining, and updating the requirements.

b. Development of these requirements is based on internal and external existing standards, current technology, and current DoD procedures. Higher level standards (e. g., federal, national) shall be used whenever possible. FDAdS and CDAdS should provide their input to this process.

c. The DoD DAd, FDAdS, and CDAdS must ensure that requirements for data quality, data security, data collection, data synchronization, data storage, and data distribution are identified and documented for all data elements.

(1) To ensure data quality, data quality requirements and metrics must be established. Data quality requirements are defined from various authoritative sources during the identification and standardization phases of the data life-cycle. Data quality management is based on the principals of Total Quality Management as described in the “Total Quality Management Guide” (reference (n)). The DoD DAd, FDAdS, and CDAdS must ensure that data quality requirement are identified for all data elements. These requirements are documented in data administration products such as data models, the DDRS, and reverse engineering documentation.

(2) Data security requirements are specified in various directives such as DoD Directive 5200.28 (reference (i)). (See DFARS 227.4 (reference (0)) for security requirements applicable to purchased data marked with restrictive legends.) It is the responsibility of the DoD DAd, FDAdS, and CDAdS to ensure that the directions are understood and that data security measures are responsive and effective. (See Appendix F.)

(3) Data collection and synchronization requirements include the following issues: functionality (how data collection and synchronization supports the functional process), performance, compatibility, and auditability.

(4) To establish data storage and distribution requirements, the DBAd works with the AIS PM and the technical development activities to identify all existing and predicted future situations that will need data stored in the database.

d. Once the requirements for models, methods, tools, data, and information technology are established and in place, questions and conflicts inevitably arise. Therefore, the DoD DAd must support the requirements by providing users answers to their questions, and resolutions to any conflicts.

3. Approve and Implement Requirements

These requirements are functionally validated, then given to the DoD DAd for approval with DoD Directives and Instructions in mind. After the requirements are approved, they are installed, as appropriate, DoD-wide. The DoD DAd is responsible for publishing, promoting, and distributing these requirements and updating applicable regulations. Appendix A addresses life-cycle management of data that describes current data requirements.

4. Maintain Requirements

a. To be effective and efficient, requirements must be maintained and updated on a regular basis to accurately reflect current circumstances. The FDAd and CDAd develop and revise action plans that reflect new, modified, and current requirements. These action plans are then documented in their Functional Area or Component data administration plans. The data administration plans are then integrated into the DoD DASP.

b. The Functional Area and Component data administration plans for the prior year serve as a baseline for assessing data administration requirements and measuring the effectiveness of the DoD Data Administration Program.

c. The DoD DAd measures the goals contained in the action plans of each Functional Area and Component data administration plan for the current year against the criteria established for each program goal in the DoD Data Administration Annual Planning Guidance and the DoD DASP for the prior year.

d. The DoD DAd provides the results of the evaluation, including program progress and direction, in the DoD DASP. This is the mechanism for submitting new requirements or for proposing modifications to existing requirements for models, tools, methods, data, and information technology.

D. PROVIDE STRATEGIC PLANNING

1. Provide Strategic Planning

a. **Description:** This activity provides the comprehensive and long-term direction necessary to define, plan, implement, and operate the DoD Data Administration Program.

b. **Purpose:** To meet the requirements of an annual DoD Data Administration Plan for a successful data administration program as outlined in DoD Directive 8320.1 {reference (c)}.

c. **Inputs:**

- (1) Latest DoD Data Administration Annual Planning Guidance.
- (2) Latest Functional Area and Component data administration plans.
- (3) Latest DoD DASP.
- (4) New and revised policies and procedures.
- (5) New and changed' requirements.
- (6) Current environment, including information technology infrastructure.

d. outputs:

- (1) New DoD Data Administration Annual Planning Guidance.
- (2) New Functional Area and Component data administration plans.
- (3) Formal assessments of Functional Area and Component data administration plans.
- (4) New DoD DASP.
- (5) Known financed and unfinanced requirements.
- (6) Data collection, synchronization, storage, and distribution requirements.

e. Activities:

- (1) Provide DoD Data Administration Annual Planning Guidance.
- (2) Prepare and submit Functional Area and Component data administration plans.
- (3) Create, review, and approve new DoD DASP.

2. Provide DoD Data Administration Annual Planning Guidance

a. The DoD DAd in coordination with the DASD(IM) provides annual planning guidance to FDAdS and CDAdS by developing and issuing a memorandum. This memorandum initiates the coordinated data administration planning cycle, the major phases of which are aligned with the Program Objective Memorandum (POM)

and DoD budget cycle.

b. The purpose of this annual planning guidance is to aid the FADs and CDAs in developing Functional Area and Component data administration plans, and planning and preparing budget submissions to resource data administration in their respective areas. This annual planning guidance provides the requirements, data administration -program assessment criteria, schedule, and format for the new year DoD DASP.

c. The annual DoD DASP is the primary planning document that addresses and guides the development, implementation, and management of the entire DoD Data Administration Program. It is also the basis for determining the infrastructure requirements necessary to implement data administration activities in each of the Functional Areas and Components.

3. Prepare and Submit Functional and Component Data Administration Plans

a. Each FAD and CDA prepares a data administration plan for their respective Functional Area or Component in accordance with the DoD Data Administration Annual Planning Guidance provided by the DoD DAd.

b. The data administration plan prepared by each FAD and CDA is divided into two parts:

(1) Profile. The profile is an overview that provides introductory context and a summary of the Functional Area or Component plan.

(2) Action Plans. The action plans contain the goals, objectives, description of the tasks to be executed, major milestones, detailed resource requirements, and unresourced requirements for their respective areas. Estimates of resource requirements for each action plan should be prepared consistent with PPBS guidance.

c. Each FAD and CDA should consider migration system or process improvement initiatives in their respective Functional Area or Component when preparing a data administration plan. Functional Economic Analyses (FEAs), which facilitate the recognition and establishment of resource requirements, and information about the technical, as well as the functional, requirements for each area should also be incorporated into the data administration plan.

d. The FADs should coordinate with their FAPMs during preparation of the data administration plan.

e. Each FAD and CDA coordinates a completed data administration plan through their senior official (OSD PSA or Component Head) for submission to the DoD DAd for evaluation.

4. Create, Review, and Approve New DoD DASP

- a. After evaluating the Functional Area and Component data administration plans, the DoD DAd creates a draft of the DoD DASP for the new year by integrating the Functional Area and Component data administration plans and adding action plans specific to the overall DoD Data Administration Program.
- b. The DoD DAd submits the draft DoD DASP for the next year, including a synopsis of each Functional Area and Component data administration plan, to the DASD(IM) for review and comment.
- c. DASD(IM) submits the comments to the DoD DAd for reconciliation.
- d. The DoD DAd submits the revised draft DoD DASP to the DASD(IM) for final review and forwarding to the ASD(C3I) for approval.
- e. The DoD DAd distributes the approved DoD DASP to the FADAs and CDAs for execution.

E. DETERMINE RESOURCES

1. Determine Resources

- a. Description: This activity identifies the resources necessary to implement and operate DoD Data Administration.
- b. Purpose: To plan for the acquisition of resources required to implement and maintain data administration activities.
- c. Inputs:
 - (1) Prior year action plans.
 - (2) DoD DASP.
 - (3) Current data administration activities.
 - (4) Future data administration activities.
 - (5) New and changed requirements.
 - (6) Current information technology infrastructure.
- d. outputs:

(1) Known financed resource requirements.

(2) Known unfinanced resource requirements.

e. Activities: Determine financial, materiel, personnel, and data resources.

2. The FDAdS and CDAdS estimate personnel and procurement resources that will be required to fulfill their goals and objectives. FEAs facilitate the recognition and establishment of resource requirements, and information about functional and technical requirements.

3. Current fiscal year resources are identified to measure resource allocation shortfalls against budget requests.

4. Future fiscal year resources are identified to assist FDAdS and CDAdS in planning and preparing data administration related budget submissions in accordance with the POM and the Future Year Defense Plan (FYDP) procedures.

F. DEVELOP DATA ADMINISTRATION ACTION PLANS

1. Develop Data Administration Action Plans

a. Description: This activity describes the resources, tasks, and milestones needed to implement and maintain data administration.

b. Purpose: To describe how a Functional Area or Component organization plans to meet identified data administration goals.

c. Inputs:

(1) previous data administration action plans.

(2) Latest DoD Data Administration Annual Planning Guidance.

(3) Latest DoD DASP

(4) Resource requirements.

(5) Current data administration activities.

(6) Future data administration activities.

d. Outputs: Data administration action plans.

e. Activities: Develop data administration action plans.

2. Data administration action plans describe how a Functional Area or Component plans to meet identified data administration goals. There should be at least one action plan for each goal identified in the DoD DASP, including any data administration goals specified by the Functional Area or Component. Descriptive text for each action plan should include the goals and objectives supported, and associated major milestones.

3. Resource requirements must be provided for each action plan. Resource requirements document the estimated resources (manpower and funding) that will be required to fulfill each action plan. Unfunded resource requirements are identified to determine potential impacts from under-funding a specific activity.